

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL12478			
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 1144	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Life Cycle Project Director		GS		0301		11	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army (DA)				c. Third Subdivision Directorate for Operations and Support (O)					
a. First Subdivision U.S. Army Materiel Command (AMC)				d. Fourth Subdivision					
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)				e. Fifth Subdivision					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
a. Typed Name and Title of Immediate Supervisor David W. Manning, Director, Operations and Support Directorate				Signature					
Signature				Date		Signature		Date	
				19 Jan 02					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for Miscellaneous Administration and Program Series, GS-0301, Jul 99 (HRCD -7); Administrative Analysis Grade Evaluation Guide, Jul 99 (HRCD-7).					
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature				Date		Signature		Date	
				2 Jan 02					
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks This is a developmental position training to the full performance level of Life Cycle Project Director, GS-0301-12, PD# NL12021. The duties assigned prepare the employee for full performance in the career ladder; are performed under closer supervision, and are commensurate with the grade of the position. Promotion is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without PD# NL12021 attached. Non-Critical Acquisition Position: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position. BUS: 7777									
25. Description of Major Duties and Responsibilities (See Attached)									

INTRODUCTION

This position is located in the Directorate for Operations and Support, U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, instrumentation, targets, and threat simulators. The mission includes cradle to grave life cycle acquisition support, beginning with tech base programs and throughout each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities through the functional matrix organization and four Project Managers. This position assists a Life Cycle Project Director in providing project direction, management, implementation and Integrated Logistics Support (ILS) to the Senior Project Director and Division Chief.

MAJOR DUTIES

1. Assists in project direction of life cycle management and procurement of new system/devices and modernization of fielded systems in support of the Division and designated Project Management Offices. Supports the intensive management of omnibus Life Cycle Contractor Support (LCCS) contracts. Supports the development of a Life Cycle Acquisition Strategy for each assigned project. Assists in development of the Acquisition Plan(s) and other required project documents for approval; writes assigned portions of the contract Statement of Work, establishes schedules, contract data requirements lists, etc. Responsible for the assigned portion of acquisition programs, production and engineering change proposals, and maintaining contract award schedule. Resolves problems in this area with integrated product team members. Supports the LCCS contract's Contracting Officer's Representative (COR) or alternate COR for all assigned projects. Supports the Life Cycle Project Director for system/components undergoing modifications, integration of new requirements, re-procurements, relocations, and secures support from sources within and outside STRICOM to meet user/project requirements. Reviews transition plans for TADSS identified for incorporation into Life Cycle contracts and identifies plan shortfalls in areas of logistics support and presents case for corrective actions, in writing and verbally, to correct the deficient items. Assists with updating and coordinating changes to the Source Selection Plan. Assists with changes to the Acquisition Plan as necessary, with the pertinent Department of Army staff agencies, AMC subordinate commands, TRADOC, NGB, and FORSCOM. Addresses all elements of integrated project support planning. Supports the Competition in Contracting Act (CICA), Small Business Administration (SBA), Federal Information Processing (FIP), and

Value Engineering (VE) programs. Assists in modifying and coordinating training system materiel fielding; serves as a member of the materiel fielding team.

30%

2. Supports the development of budget requirements and obligation plans for assigned projects. Assists in the managing of funding and obligation plans within Life Cycle contract efforts, ensuring that the contractor (especially on cost plus contracts) prudently manages funds. Notifies the Senior Life Cycle Lead Project Director of funding discrepancies in a timely manner. Assists the Senior Life Cycle Lead Project Director in planning, managing and budgeting for Systems Integration Tasks (hardware and software), Independent Verification and Validation (IV & V), Subject Matter Expert (SME's), Support Service Contractor efforts, Functional Configuration Audits (FCAs) and Physical Configuration Audits (PCAs). Assists in the project guidance, priorities and reviews documentation in support of the goals of STRICOM to include user activities. Assists in the Logistics Support Analysis (LSA) to extract information to formulate a base cost for device modifications and/or re-procurements.

30%

3. Assists Senior Life Cycle Project Director with functions in support of assigned Foreign Military Sales (FMS) procurement actions to include pre-project efforts in developing cost estimates for new requirements. Provides re-procurement expertise. Coordinates with the various commands unique to FMS procurements to include U.S. Army Security Assistance Command and various U.S. Embassies on procedures for delivery, installation and training of foreign students. Assists in coordination between contractors and foreign freight forwarders to provide shipment of the training devices/systems. Assists in reviews, and provides instructions of policies and procedures as they relate to FMS unique procurements. Coordinates and monitors training courses, both CONUS and OCONUS, for foreign students to include hotel, travel and rental car arrangements.

10%

4. Serves as a member of the Configuration Control Board in the preparation and evaluation of proposals/ECP's; monitors contractual efforts to ensure all requirements and milestones are met. Supports the Competition in Contracting Act (CICA), Small Business Administration (SBA), Federal Information Processing (FIP), and Value Engineering (VE) program.

15%

5. Assists with preparation and presentation of formal and informal information and decision briefings to the Installation/Activity Commanders and others. Supports the coordination, staffing, and preparation of executive staff

summaries and letters for concurrence and/or acceptance. Supports STRICOM interface to MACOMs, NGB, and Advanced War-fighting Experiments and DA level activities for future requirements. Assists with direct support and integration support through the Life Cycle Support (LCS) contractor.

Maintains competency through continuing training courses in Federal procurement laws to include Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR), DOD Guidance, Navy Procurement Acquisition Regulations (NPARS), Mil-Standards (Mil-Std), Army Materiel Command Directives, Standard Operating Procedures (Sops), Base Orders and internal directive guidance.

15%

Performs other duties as assigned.

Factor 1 - Knowledge required by the Position - FL 1-7 - 1250 points

Basic knowledge of overall management principles and methodology as they relate to STRICOM's mission to include working knowledge of project management, as relates to STRICOM's organization, mission, objectives, and procedures; the relationship of management to other project areas such as acquisition, engineering, safety, quality, R&D, and sustainment.

Working/rudimentary knowledge of the acquisition process as it relates to assigned projects to include knowledge of and demonstrated experience in the following areas necessary to execute an omnibus LCCS contract: Basis of Issue Plans (BOIP), Qualitative/Quantitative Personnel Requirements Inventory (QQPRI); TADSS Fielding Plans, Supportability Strategies; Publications; Provisioning; Support Equipment; Maintenance Planning; Software/Hardware Modifications and Development; Computer Resources Life Cycle Management Plan (CRLCMP); Test & Evaluation Management Plans (TEMP), System Engineering and Management Plans (SEMP), System MANPRINT Management Plan (SMMP), Supply Support, Logistics Support Analysis (LSA); Facilities Management; Manpower, Personnel, and Training; MANPRINT domains; Transportation; Materiel Handling; Configuration Management; Data Management; Human Factors Engineering; Production Techniques; and Planning, Programming and Budgeting Execution System (PPBES).

Basic knowledge of equipment maintenance to include fundamentals of design principles for hardware and software to manage the system changes.

Knowledge of Defense Contracting Audit Agency (DCAA) and Defense Finance and Accounting Service (DFAS) operations as it relates to financial management and control of a project.

Ability to analyze issues, processes, etc., in order to develop innovative approaches to the resolution of moderate complexity or sensitive problems as they relate to assigned projects. These problems may encompass very broad areas to include dispersed activities and conflicting authorities.

Ability to successfully assist in marketing improved Life Cycle concepts and techniques to all levels of command including higher headquarters.

Ability to meet and deal effectively with fellow employees, supervisors, managers and executives of the Federal sector and high level officials of educational, public and private industry sectors.

Factor 2 - Supervisory Controls - FL 2-4 - 450 Points

Supervisor provides administrative, project supervision of the position, and provides broad program objectives of the Division. Works within the policies and objectives of STRICOM. Within a framework of priorities, funding and overall program objectives, the incumbent and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters for the approved project plan, the employee is independently responsible for planning and organizing the study, estimating costs, coordinating with appropriate personnel, and conducting all phases of the project. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new strategies and methods. Incumbent is relied upon to possess and apply thorough knowledge of operational and technical principles. Incumbent is expected to utilize ingenuity, initiative, and resourcefulness in developing strategies and in managing direction, integration, and control of all essential program elements consistent with the acquisition plan. The incumbent informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, recommendations, etc., are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended project objectives. Officials whose programs and employees would be affected by implementation of the recommendations also review completed work critically outside the incumbent's immediate office.

Factor 3 - Guidelines - FL 3-3 - 275 Points

Guidelines include -Federal Acquisition Regulations, Defense Federal Acquisition Regulations, DoD Guidance, Navy Procurement Acquisition Regulations, Mil-Standards, Army Material Command Directives, Standard Operating Procedures, Base Orders and internal directive guidance and other similar criteria pertaining to life cycle acquisition and related specialties. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information.

Factor 4 - Complexity - FL 4-4 - 225 Points

Assignments involve assisting in the execution of all elements of life cycle support for developmental programs and fielded systems. Assists in the integration of new and omnibus LIFE CYCLE support operations based upon consolidation and competition and the procurement process. Provides Life Cycle support for Foreign Military Sales (FMS) and Non-Standard Training Device requirements, if assigned. Required to help plan/direct and execute acquisition strategies. Strategies must effectively integrate and coordinate the organization's needs for procurement, maintenance, and movement of equipment, supplies, and personnel essential to the success of the overall mission. Changes in mission priorities, multi-year funding, and Army's vision, goals, and long term plans, require the ability to visualize results of new or revised methods, procedures or organizational structures, and other related LIFE CYCLE processes. Incumbent is expected to use good judgement to assist in resolution of substantive problems.

Factor 5 - Scope and Effect - FL 5-4 - 225 Points

This position assists a Life Cycle Project Director in providing project direction, management, implementation and Integrated Logistics Support (ILS) to the Senior Project Director and Division Chief. The purpose of the work is to collaborate with the Program/Project Directors and other organization officials to develop, implement, and monitor Life Cycle requirements for assigned projects and identify the specific requirements for funding, manpower, material facilities, and processes needed to fulfill mission goals. The work has a direct impact on worldwide availability of training devices, simulators and simulations to meet training requirements of the U.S. Army.

Factor 6 - Personal Contacts &**Factor 7 - Purpose of Contacts FL 3-c - 180 Points**

Must maintain excellent working relationships with all personnel within the assigned Division. Contacts are with military/civilian organization co-workers, project directors, managers and support personnel involved in the program/project. Representative